

### Introduction and Applicability

It is essential that everyone associated with TIB be highly sensitive to potential conflicts of interest.

For the purpose of this policy, **a conflict of interest is a situation where anybody associated with TIB is confronted with choosing between the duties and demands of her/his position and her/his own private interests.** As such, this policy applies, except as otherwise stated, to every person associated with Transparency International Belgium (TIB), as a Board Member, Officer, Staff members or other resource person.

### General Policy

**Every person associated with TIB** (according to paragraph 1) **must avoid or manage any potential real or perceived conflict of interest** (inter alia by refraining from any decision making or voting on matters subject to a potential conflict of interest), and **openly acknowledge any potential or actual conflict of interest** which arises through his/her association with TIB.

Board members and individual members **must declare all their financial and non-financial interests that could lead to a conflict of interest.** This declaration is made to the Chair of the Board.

### Remunerated Work Contracts and Consultancies

TIB staff (including management) are sometimes employed or paid by other organisations. Such work may only be undertaken: (i) where the work is related to corruption, with the express authorisation of their superior; (ii) in all other cases, if the work is reported as soon as possible.

**Much of TIB's work is carried out by people who are not employed by TIB**, but who act for or on behalf of TIB on a voluntary basis. Many of these individuals have commercial, professional or other affiliations.

Board members, or the companies or other organisations with which such members are currently affiliated, may not undertake any paid work for TIB. **The position of Executive Director may be remunerated (in view of its dual function). In exceptional circumstances, the Board may decide to remunerate certain specific tasks performed by Board members that go beyond the normal scope of their directorship.**

When doing non-TI related work, board members or their companies shall not utilise privileged TI information, and shall also be sensitive to the perception that they might be utilizing such information.

### Gifts and Entertainment

No person associated with TIB shall accept any gift, entertainment, loan or anything else of value from any organisation or individual **if it could be reasonably construed or perceived that the gift is motivated by a wish to influence TI.**

### How to deal with a potential **Conflict of Interest**

**Potential conflicts of interest should be identified and declared** by the person in potential conflict, or reported by other members of the movement, as soon as they become aware of such potential conflict of interest.

Such disclosure or report should be made to the **Chair and to the Executive Director.**

The evaluation of a potential conflict of interest must be made by the Board. The evaluation may determine the absence of a conflict of interest, or **it may lead to the conclusion that (i) the respective person should not go ahead with the evaluated activity or that (ii) he/she should recuse him/herself from participating in decision making by TIB with reference to the matter in conflict.**

**The Chair of TIB and the Executive Director are responsible for ensuring that all persons associated with the activities of TIB are made aware of the policy and procedures regarding conflict of interest.** In addition, these policy and procedures should be made available to the general membership through publication, for example, on the website or in a newsletter.